UNITED NATIONS

Convention to Combat Desertification

Distr.
GENERAL

ICCD/COP(3)/2
26 July 1999

ORIGINAL: ENGLISH

CONFERENCE OF THE PARTIES
Third session
Recife, 15-26 November 1999
Item 7(a) of the provisional agenda

PROGRAMME AND BUDGET

PROGRAMME AND BUDGET FOR THE BIENNIUM 2000-2001

Note by the secretariat

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I. INTRODUCTION

1. By decision 6/COP.2, the Conference of the Parties (COP) at its second session approved a revised core budget for the Convention for 1999 amounting to US$ 6,100,000, including United Nations administrative overhead charges and provision for a working capital reserve. Under the terms of this decision, the COP also decided, *inter alia*, to:

(a) Take note of offsetting contributions from the Government of Germany amounting to US$ 546,400;

(b) Approve the creation of a new trust fund for the special annual contribution of DM 1 million from the Government of Germany;

(c) Approve the staffing table for the secretariat under the 1999 core budget, comprising 21 posts in the Professional and higher categories and 11 posts in the General Service category;

(d) Request the Executive Secretary to report to the Conference of the Parties at its third session (COP 3) on the financial performance of the secretariat for 1999;

(e) Further request the Executive Secretary to submit to COP 3 a proposed programme budget for the biennium 2000-2001, which should include a contingency provision for conference servicing costs in the event that the General Assembly of the United Nations decides not to provide resources for these activities in the regular United Nations budget for that biennium; a specific request to the General Assembly to provide those resources is contained in decision 3/COP.2, paragraph 3;

(f) Take note of the estimated requirements for the Supplementary Fund and the Special Fund of the Convention submitted by the Executive Secretary, and request the Executive Secretary to report to COP 3 on the status of these trust funds established under the financial rules.

2. In regard to the work programme of the Conference, by decision 2/COP.2, the Conference of the Parties decided to include a number of selected items in the agenda of its fourth and, if necessary, fifth sessions.

3. In the light of the above decisions, the Executive Secretary submits herewith, for the consideration of the Conference of the Parties, a proposed programme budget for the biennium 2000-2001. Document ICCD/COP(3)/2/Add.1 contains information on the estimated requirements for the Supplementary Fund and the Special Fund for the forthcoming biennium.

4. The report on the financial performance of the Convention budget for 1999 will be provided in document ICCD/COP(3)/4 at a later date in order that it may contain as recent financial information as possible.

II. OVERVIEW

5. As regards the core budget, total resource requirements for the biennium 2000-2001, including programme support costs and working capital reserves but excluding possible conference servicing costs, are estimated at US$ 20,392,600 (US$ 8,631,100 for 2000 and US$ 11,760,900 for 2001). This reflects a growth in the costs of UNCCD secretariat programmes costs of 35 per cent per year of the biennium and a growth in the costs of the office of the Global Mechanism of 66.8 per cent in 2000 and 41.4 per cent in 2001.

6. The increases in the draft programme and budget for the biennium 2000-2001 are proposed to meet the growing needs to facilitate implementation of the Convention in response to the expressed solicitations from affected Parties, particularly in Africa. The main programme activities are proposed in response to decisions 11/COP.1, 2/COP.2 and 5/COP.2 of the Conference of the Parties emphasizing facilitation of the preparation of the national reports and compiling the reports for COP 4 and COP 5. The proposed programme also facilitates the acceleration of the preparation of national, subregional and regional action programmes and support to the countries of eastern and central Europe as they become Parties to the Convention following decision 9/COP.2. It also reflects increasing tasks of the secretariat to serve effectively the Conference of the Parties and its subsidiary bodies, in particular the Committee on Science and Technology (CST). Effective implementation of the Convention requires strengthening of policy coordination and cooperation with other conventions, United Nations bodies and other international organizations. The two main emphases of the programme and budget are the following:

(a) The proposed programme and budget will facilitate the preparation of the national reports on the implementation of the Convention in the Asian and Pacific, Latin American and Caribbean regions in 2000. In 2001 the assistance may be provided upon request for updating the reports of 1999 by affected Parties in the African region. The main emphasis will be on facilitation of preparation of national and subregional and regional action programmes upon request by the affected Parties. Special attention will be given to accelerating the preparation and implementing of the regional programmes and cooperation between the regions in accordance with decision 9/COP.2.

(b) The programme and budget reflects the decisions on the work programme of the CST by COP 1 and 2. A report on the first stage of the survey on the relevant existing networks, institutions, agencies and bodies willing to participate in a network to support the implementation of the Convention will be presented to the third session of the Conference of the Parties. The proposed programme will recommend for consideration of COP 3 a second phase of the survey. It also envisages the continuation of the work on traditional knowledge and early-warning systems, the latter being the priority issue to be addressed by the CST at its third session (decision 12/COP.2).

7. The proposed programme and budget also seeks to strengthen the administrative capacity of the secretariat to respond effectively to the demands placed upon it by the Parties. The proposals in the programme and budget intended to improve the secretariat's management and information capacity are the following:

(a) Provision for the installation and maintenance in Bonn of the Integrated Management Information System (IMIS), a customized system to support the requirements of the United Nations in matters of human resources and finance;

(b) Provision for strengthening the ability of the secretariat to produce and distribute information to key participants in the UNCCD process and to enable the timely and regular maintenance of the present databases and the UNCCD web site, and to develop electronic forums for each regional programme; and

(c) Provision for training and improving the staff's skills, including in the working languages of the United Nations, in the use of the IMIS and other computer systems, and in management and other work-related skills.

8. As regards the programme structure, only one minor change is proposed, which is the hosting of the information systems support in the External Relations and Public Information Unit. This is intended to strengthen the secretariat's capacity in the field of policy coordination and cooperation with other conventions, United Nations bodies and other international organizations.

9. The core programme and budget are presented in the main body of the document. The global summary of the overall core resource requirements for the next biennium are provided in table 1 by programmes and in table 2 by object of expenditure. Table 3 provides a summary of total UNCCD post requirements and chart 1 contains the proposed core staffing in 2000 and 2001. These are followed by programme descriptions and core budget estimates for 2000 and 2001 for each of the programmes. Each programme is then discussed in turn, headed by a summary table showing resource requirements (net of programme support costs) for the programme by object of expenditure. A summary of post requirements is likewise provided per programme.

10. In addition, the proposed budget includes a provision for contingency for conference servicing costs for each year of the biennium 2000-2001. The proposed programme budgets concerning COP 4 and COP 5 are made with the assumption that these would be hosted by Parties away from Bonn. In the event that such is not the case and in the added event that the United Nations General Assembly decides to cease financing the conference services of the sessions of the COP, additional resources for conference services would be required. These are provided for under "Contingency" in chapter IV of this document. The request to the United Nations General Assembly to provide conference services to the fourth and fifth sessions of the COP are included in the report of the Secretary General to the 54th session of the General Assembly on the outcome of COP 2.

11. The financial data in this document reflect standard salary costs established in Bonn (with common staff costs based on actual UNCCD expenditure), using the United Nations assumed rate of exchange of DM 1.76 per United States dollar. This rate will be adjusted, as and when required, in revised estimates to be submitted to the COP at its fourth session.

12. As indicated in paragraph 3 above, information concerning planned activities and estimated requirements in the next biennium to be financed under the Supplementary Fund and the Special Fund are provided in document ICCD/COP(3)/2/Add.1.

13. In addition to the above trust funds, a third trust fund (Bonn Fund) has been established in accordance with the terms contained in the offer of the German Government to host the secretariat. Germany will contribute DM 1 million for Convention events organized by the secretariat. Cost plans for this fund are developed and discussed with the German Government.

14. The move of the secretariat from Geneva to Bonn at the end of January 1999 was facilitated by the generous support and cooperation of the Government of Germany and the assistance provided by the secretariats of the United Nations Volunteers (UNV) and the United Nations Framework Convention on Climate Change (UNFCCC). The fact that 19 UNCCD staff members decided to move with the secretariat was also instrumental in ensuring an adequate level of continuity of service to the COP and the UNCCD process. All remaining core budget posts are now filled or encumbered.

III. SUMMARY TABLES AND CHART

Table 1. Estimated resource requirements by programme
General Fund (core budget)
(Thousands of US dollars)

Programmes	2000	2001	Total (2000-2001)
UNCCD programmes			
Policy-making organs	55.0	55.0	110.0
Executive direction and management	816.9	871.0	1,687.9
Substantive support to COP and its subsidiary bodies	801.1	1,633.5	2,434.6
Facilitation of implementation and coordination	1,929.6	2,771.0	4,700.6
External relations and public information	516.1	673.3	1,189.4
Administration and finance	1,566.1	1,676.2	3,242.3
Subtotal UNCCD secretariat programmes	**5,684.8**	**7,680.0**	**13,364.8**
Global Mechanism	1,750.0	2,500.0	4,250.0
Total programmes	7,434.8	10,180.0	17,614.8
Overhead	966.5	1,323.4	2,289.9
Working capital reserve	229.8[1]	257.5[2]	487.3
Total estimated resource requirements	**8,631.1**	**11,760.9**	**20,392.0**
Less			
Contribution from host Government	568.2	568.2	1,136.4
Net required amount	**8,062.9**	**11,192.7**	**19,255.6**

[1] 2000 working capital reserve: 697.3-467.5 available from 1999 = 229.8
[2] 2001 working capital reserve: 954.8-697.3 available from 2000 = 257.5

Table 2. Estimated resource requirements by object of expenditure
(Thousands of US dollars)

Object of expenditure	2000	2001	Total
Staff costs	3,922.7	4,558.4	8,481.1
Consultants and experts	383.0	841.3	1,224.3
Travel of representatives and participants in meetings	25.0	25.0	50.0
Official travel of staff	416.6	575.2	991.8
Contractual services	20.0	70.0	90.0
General operating expenses	308.5	308.0	616.5
Hospitality	19.0	20.0	39.0
Supplies and materials	60.0	100.0	160.0
Acquisition of equipment	120.0	100.0	220.0
Grants and contributions (UNCCD programmes)	150.0	732.1	882.1
Contributions to joint services	260.0	350.0	610.0
Subtotal UNCCD secretariat programmes	**5,684.8**	**7,680.0**	**13,364.8**
Grants and contributions (for Global Mechanism)	1750.0	2,500.0	4,250.0
Total programmes	**7,434.8**	**10,180.0**	**17,614.8**
Overhead	966.5	1,323.4	2,289.9
Working capital reserve	229.8[1]	257.5[2]	487.3
Total estimated resource requirements	**8,631.1**	**11,760.9**	**20,392.0**
Less			
Contribution from host Government	568.2	568.2	1,136.4
Net required amount	**8,062.9**	**11,192.7**	**19,255.6**

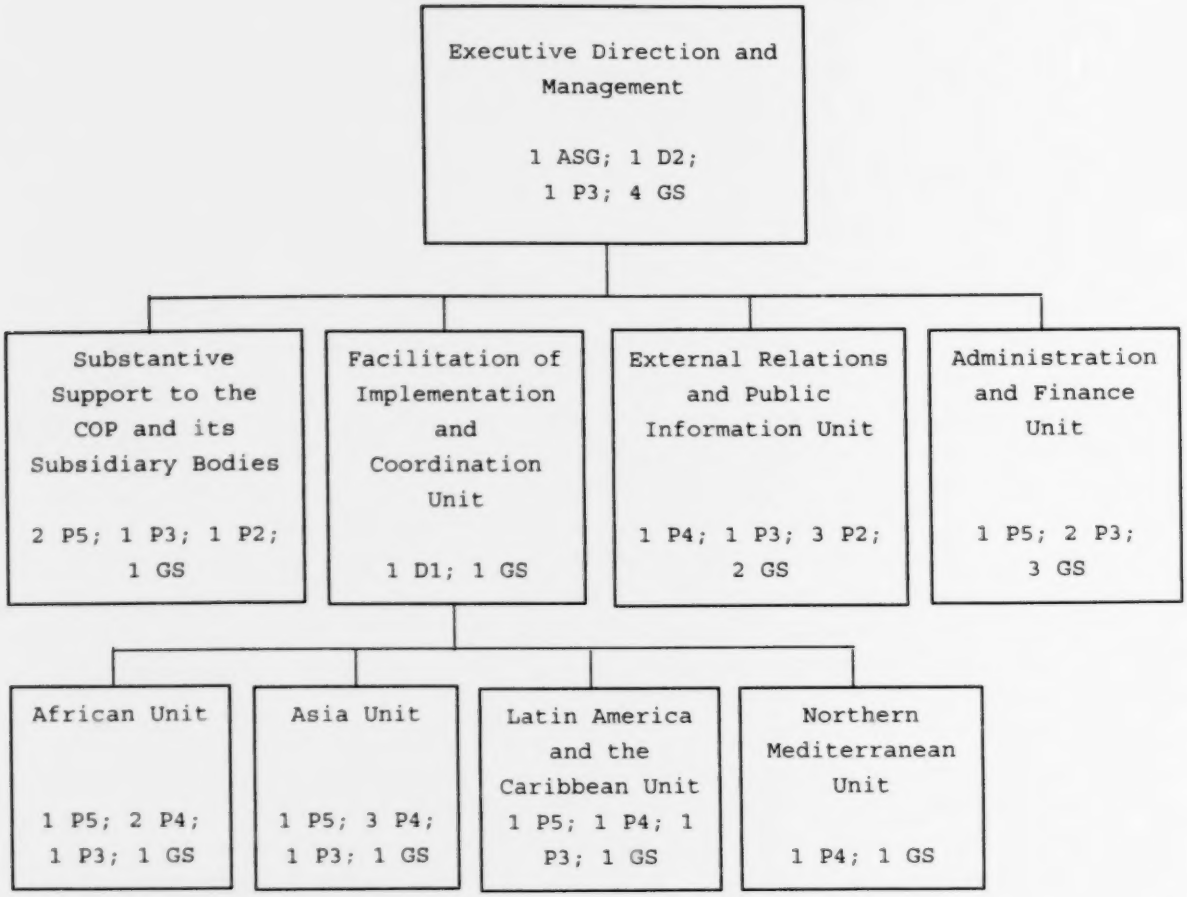
Table 3. UNCCD secretariat post requirements

A. Professional category and above	2000	2001
ASG	1	1
D-2	1	1
D-1	1	1
P-5	6	6
P-4	5	8
P-3	8	8
P-2	3	4
Subtotal A	**25**	**29**
B. General Service category	13	15
Total (A + B)	**38**	**44**

[1] 2000 working capital reserve: 697.3-467.5 available from 1999 = 229.8

[2] 2001 working capital reserve: 954.8-697.3 available from 1999 = 257.5

Chart 1. Proposed UNCCD core staffing for 2000-2001[1]


Executive Direction and Management
1 ASG; 1 D2; 1 P3; 4 GS
Substantive Support to the COP and its Subsidiary Bodies
2 P5; 1 P3; 1 P2; 1 GS
Facilitation of Implementation and Coordination Unit
1 D1; 1 GS
External Relations and Public Information Unit
1 P4; 1 P3; 3 P2; 2 GS
Administration and Finance Unit
1 P5; 2 P3; 3 GS
African Unit
1 P5; 2 P4; 1 P3; 1 GS
Asia Unit
1 P5; 3 P4; 1 P3; 1 GS
Latin America and the Caribbean Unit
1 P5; 1 P4; 1 P3; 1 GS
Northern Mediterranean Unit
1 P4; 1 GS

[1] Of the 44 posts, six will be filled only in 2001

IV. PROGRAMME AND BUDGET FOR 2000-2001

A. Policy-making organs

Table 4. Resource requirements for policy-making organs (Thousands of US dollars)

Object of expenditure	2000	2001	Total
Official travel of staff	40.0	40.0	80.0
Hospitality	15.0	15.0	30.0
Total resource requirements	**55.0**	**55.0**	**110.0**

15. The Conference of the Parties will continue to take up both "standing" and "selected" items, in particular concerning the progress made in the implementation of the Convention as well as new measures for promoting further progress. The Conference of the Parties (decision 2/COP.2) decided to include on the agenda of its fourth and, if necessary, its fifth session (a) the review of reports of affected country Parties of regions other than Africa and (b) the review of the report on progress made in the formulation and implementation of subregional and regional action programmes in regions other than Africa. The fifth session may wish to consider the activities concerning the implementation of the Convention in the African region again.

16. As indicated in paragraph 10 above, resource requirements relating to conference services for the fourth and fifth sessions of the COP are provided as a contingency in chapter V of this document, as decision 6/COP.2 requested the Executive Secretary to include a contingency provision for conference servicing costs in the event that the United Nations General Assembly does not provide for those costs. The related amounts are, however, not included, at the present stage, in the total resource requirements presented in tables 1 and 2.

17. The Bureau will guide the secretariat in implementing decisions of the Conference of the Parties at its third and fourth sessions as well as assist in the preparation of the fourth and fifth sessions. Two meetings of the Bureau are envisaged annually.

18. Proposed resource requirements for this programme as detailed in table 4 relate to: travel of some technical secretariat staff to service sessions of the COP and hospitality tendered during sessions of the COP and Bureau meetings.

19. The travel costs of representatives of developing country Parties to attend the Conference of the Parties as well as the Bureau are included in the Special Fund for Participation.

B. Executive direction and management

Table 5. Resource requirements for executive direction and management (Thousands of US dollars)

Object of expenditure	2000	2001	Total
Staff-related costs	662.9	662.9	1,325.8
Official travel of staff	150.0	203.1	353.1
Hospitality	4.0	5.0	9.0
Total resources requirements	**816.9**	**871.0**	**1,687.9**

Table 6. Post requirements for executive direction and management

	2000	2001
A. Professional category and above		
Head (ASG)	1	1
D-2	1	1
D-1	-	-
P-3	1	1
Subtotal	**3**	**3**
B. General Service category	4	4
Total (A+B)	**7**	**7**

20. The executive direction and management programme provides for strengthening of the overall management, strategy development, coordination of the secretariat activities and guidance in programme and budget planning, as well as support to the Conference of the Parties and its subsidiary bodies. It also provides leadership in the strengthening of the cooperation with the United Nations, other international bodies as well as the non-governmental organizations (NGO) community.

21. It is proposed that the Executive Secretary would be assisted by a Deputy at the D-2 level. The office would comprise, in addition, a Special Assistant at the P-3 level and four General Service posts: secretaries to the Executive Secretary and the Deputy, a registration clerk and a messenger. The secretary to the Deputy Executive Secretary and the messenger are new posts which are proposed to be established in 2000. Upgrading the post of the Deputy Executive Secretary to the level of D-2 corresponds to the demanding duties entrusted to the Deputy in assisting and advising the Executive Secretary, particularly on further ways and means to promote actively an early and efficient facilitation of the implementation of the Convention. This would include close cooperation with affected Parties, developed country Parties, other international conventions dealing with sustainable development, the United Nations and other international bodies and NGOs. The secretary to the Deputy and the messenger are needed for the smooth and efficient functioning of the executive direction and management.

22. Apart from staff-related costs, resource requirements for the programme include official travel of staff and hospitality offered during other UNCCD-related meetings. Increase in the travel costs reflects the efforts to improve the cooperation and outreach with all Parties, other international conventions, United Nations and other international bodies as well as NGOs.

C. Substantive support to the COP and its subsidiary bodies

Table 7. Resource requirement for substantive support to the Conference of the Parties and its subsidiary bodies (Thousands of US dollars)

Object of expenditure	2000	2001	Total (2000-2001)
Staff-related costs	506.1	606.4	1,112.5
Consultants and experts	125.0	350.0	475.0
Travel of representatives and participants to meetings	25.0	25.0	50.0
Official travel of staff	50.0	100.0	150.0
Contractual services	20.0	70.0	90.0
Grants and contributions (survey and evaluation)	75.0	482.1	557.1
Total resource requirements	**801.1**	**1,633.5**	**2,434.6**

Table 8. Post requirements for substantive support to the Conference of the Parties and its subsidiary bodies

Object of expenditure	2000	2001
A. Professional category and above		
P-5	2	2
P-3	1	1
P-2	1	1
Subtotal A	**4**	**4**
B. General Service category	1	1
Total (A + B)	**5**	**5**

23. The secretariat will strengthen its substantive support to the Conference of the Parties and its subsidiary bodies and in broad terms it will:

(a) Provide organizational support for the meetings of bodies, including supervision and preparation of documents;

(b) Provide substantive support to the work programmes and sessions of the Committee on Science and Technology, including such ad hoc panels as may be established;

(c) Cooperate with the organization hosting the Global Mechanism;

(d) Provide, more generally, support to the Conference of the Parties in respect of the latter's functions under article 21 of the Convention; and

(e) Provide the Conference of the Parties and its subsidiary bodies such legal advice as may be required.

24. The secretariat will make logistic arrangements for, and provide services and documentation to the meetings of the Conference of the Parties and its subsidiary bodies, and will compile and transmit reports submitted to it by Parties and organizations.

25. In accordance with the terms of reference of the Committee on Science and Technology as contained in decision 15/COP.1 and the work programme of the Committee on Science and Technology contained in decision 12/COP.2, the secretariat will, in broad terms:

(a) Prepare and organize the meetings of the Committee on Science and Technology, and provide the necessary service to the Committee and to such ad hoc panels as may be established;

(b) Supervise preparation of such studies and prepare such reports as may be requested by the Committee;

(c) Supervise any inter-sessional work in support of the Committee;

(d) Maintain and update the roster of independent experts; and

(e) Assist the Committee in its cooperation with the scientific community, and maintain related contacts with relevant governmental and intergovernmental institutions of both national and international scope.

26. The proposed work programme of the Committee on Science and Technology during the biennium 2000-2001 would include the following topics:

(a) Survey and evaluation of existing networks;

(b) Traditional knowledge, for which the Conference of the Parties at its second session (decision 14/COP.2) appointed an ad hoc panel composed of ten experts;

(c) Early-warning systems in the broadest sense, which subject may also be entrusted to an ad hoc panel; and

(d) Liaison with the scientific community (paragraphs 10 and 11 of the terms of reference of the CST), for which the secretariat provides support by assembling and providing to the Committee an inventory of the services and information provided by relevant national, international, intergovernmental and non-governmental organizations; and

(e) Maintenance of the roster of experts.

27. In accordance with the requirements of article 25 of the Convention and with its decision 23/COP.1, the Conference of the Parties will have before it the report of the Committee on Science and Technology on the survey and evaluation of relevant existing networks, institutions, agencies and bodies willing to become units of a network to support implementation of the Convention (ICCD/COP(3)/CST/4). The proposed work programme will include facilitation of the second phase of the survey.

28. Another significant part of the work programme of the Committee on Science and Technology will concern traditional knowledge. The Conference of the Parties appointed at its second session (decision 14/COP.2) an ad hoc panel, which has been drawing upon the synthesis of the most important and widely applied traditional knowledge compiled by the secretariat (ICCD/COP(3)/CST/2). The proposed programme and budget includes the secretariat facilitation and support of the work of the ad hoc panel and the Committee on Science and Technology in this important field.

29. By its decision 12/COP.2, the Conference of the Parties decided that the priority issue to be considered by the Committee on Science and Technology at its third session should be early-warning systems in the broadest sense. The further work on this issue may be entrusted to an ad hoc panel as well. The proposed programme and budget includes the facilitation of, and support to the work of the ad hoc panel and the Committee on Science and Technology on this priority issue. This will include planning of the activities, cooperation with the scientific community, organizing meetings, advice by consultants and travel.

30. Finally, a requirement for legal advice will arise from a variety of activities: arrangements deriving from the institutional linkage with the United Nations; drafting agreements with governments hosting UNCCD-related meetings; issues regarding procedures for the resolution of questions related to implementation (UNCCD article 27) and from conciliation procedures for the settlement of disputes (UNCCD article 28).

31. It is proposed to maintain the same level of core staffing under this unit in the next biennium. In addition to staff-related costs, annual resource requirements are expected to arise in respect of temporary assistance needed to update the roster of experts and to strengthen the capacity of the unit to carry out the increased CST programme workload; travel of CST Bureau members; staff travel, *inter alia*, to service and attend meetings of the ad hoc panels and other scientific bodies; consultancies and ad hoc expert travel; contractual

interpretation and translation services required at CST-related meetings; and contribution towards the cost of the second phase of the survey and evaluation of existing networks.

D. Facilitation of implementation and coordination

Table 9. Resource requirements for facilitation of implementation and coordination (Thousands of US dollars)

Object of expenditure	2000	2001	Total
Staff-related costs	1,544.0	1,951.6	3,495.6
Consultants	190.0	413.3	603.3
Official travel of staff	120.6	156.1	276.7
Grants and contributions	75.0	250.0	325.0
Total resource requirements	**1,929.6**	**2,771.0**	**4,700.6**

Table 10. Post requirements for facilitation of implementation and coordination

	2000	2001
A. Professional category and above		
D-1	1	1
P-5	3	3
P-4	4	7
P-3	3	3
P-2	-	-
Subtotal A	**11**	**14**
B. General Service category	4	5
Total (A + B)	**15**	**19**

32. The proposed work programme under this heading reflects the response to requirements expressed by the Parties. They are:

(a) To assist affected developing country Parties, upon request, in meeting their obligations as set out in the Convention;

(b) To assist the COP and provide information and analysis for its review of progress in the implementation of the Convention;

(c) To promote international cooperation and maximize synergies in the implementation of the Convention; and

(d) To raise awareness on specific aspects of the Convention.

33. The proposed programme and budget period will be the first one when all regions will have prepared their first national reports and will be still in the process of preparing their national, subregional and regional action programmes and starting their implementation. The facilitation of this work in all regions, particularly in Africa in accordance with decision 9/COP.2, requires considerable strengthening of the capacity and services of the secretariat. Increased efforts are also needed to accelerate the preparation and functioning of the regional and interregional priority programmes through consultancies and grants.

34. Projected core budget resource requirements provide for 15 posts in 2000 for the programme. This includes the establishment of the D-1 and P-4 Programme Officer posts for this programme. Nineteen posts are proposed for 2001, reflecting the addition of three Programme Officer posts (P-4) and one secretarial (GS) post. A Principal Coordinator at the D-1 level is essential to strengthen the capacity of the secretariat to facilitate the implementation of the Convention: to supervise the unit; to facilitate cooperation between the regional annexes at the national, subregional, and regional levels; and to develop synergies between the implementation processes of related conventions. A P-4 Programme Officer post is proposed in 2000 to facilitate the preparation and implementation of an additional regional implementation annex to the Convention (decision 11/COP.2) and to assist in the integration of the countries of eastern and central Europe in the UNCCD process. In 2001, it is proposed to strengthen each of the units of Africa, Asia and Latin America and the Caribbean by an additional Programme Officer at the P-4 level in order to meet the increased demands on the secretariat to provide substantive assistance in facilitating the preparation of the national reports and prepare analysis on the progress in the implementation of the Convention. A post of a secretary is necessary to assist the Coordinator.

35. In addition to the staff costs outlined above, annual core budget resource requirements for 2000-2001 to carry out the programme activities described under this heading are provided in table 9 above. Travel estimates provide for travel of staff to the headquarters and regional offices of concerned intergovernmental organizations for meetings, consultations and coordination. Increased estimated requirements for consultancies and resources requested for grants relate directly to the substantive and financial support to affected Parties requesting assistance in the preparation of their national reports and action programmes. Such support is meant to facilitate those activities funded under the Supplementary Fund.

E. External relations and public information

Table 11. Resource requirements for external relations and public information (Thousands of US dollars)

Object of expenditure	2000	2001	Total
Staff-related costs	437.1	574.3	1,011.4
Consultants	43.0	53.0	96.0
Official travel of staff	36.0	46.0	82.0
Total resource requirements	**516.1**	**673.3**	**1,189.4**

Table 12. Post requirements for external relations and public information

	2000	2001
A. Professional category and above		
P-4	1	1
P-3	1	1
P-2	2	3
Subtotal A	**4**	**5**
B. General Service category	1	2
Total (A + B)	**5**	**7**

36. Increased information and external relations are needed to strengthen the secretariat's cooperation and outreach with all Parties, in particular with donors. Activities during the coming biennium will also emphasize four main issues: inter-agency coordination, cooperation with non-governmental organizations, public awareness, and library and information services.

Inter-agency coordination

37. The secretariat will continue to promote efficient working arrangements with the organizations concerned. It will strengthen relationships with the secretariats of other relevant conventions such as the United Nations Framework Convention on Climate Change and the Convention on Biological Diversity (CBD), international financial institutions and other intergovernmental organizations, in order to implement the Convention efficiently and avoid duplication of work. The secretariat will need to obtain and channel extensive inputs from relevant partner institutions. Pursuant to the mandate entrusted to it by the Conference of the Parties, the secretariat will further develop memoranda of cooperation with partners. The secretariat will obtain as much necessary information as possible through the normal statutory reporting of the relevant agencies, and by attending and following up the meetings of their governing bodies.

38. Additionally, a regular mechanism for consultations will be established in order to maintain the required level of coordination and follow-up on the joint programme of work with key partner agencies involved in the implementation of the Convention, in particular, the Food and Agriculture Organization of the United Nations (FAO), the International Fund for Agricultural Development (IFAD), the United Nations Educational, Scientific and Cultural Organization (UNESCO), the World Meteorological Organization (WMO), the United Nations Development Programme (UNDP), the United Nations Institute for Training and Research (UNITAR), the United Nations Environment Programme (UNEP), the CBD, UNFCCC and the Convention on Wetlands (RAMSAR), in order to:

(a) Facilitate the exchange of information and experience;

(b) Explore the possibilities of recommending procedures for harmonizing possible cooperation agreements; and

(c) Coordinate the respective programmes of work within the context of work programmes.

39. Special attention has to be given to the strengthening of collaborative arrangements with the convention secretariats mentioned in the preceding paragraph, particularly in the information management field. In conformity with the recommendations adopted by the United Nations General Assembly at its nineteenth special session, the UNCCD secretariat intends to give special priority to the collaboration with these conventions for the enhancement of a global information capacity, which is perceived as a prerequisite for an integrated promotion of sustainable development.

Cooperation with non-governmental organizations

40. The participation of non-governmental organizations is indispensable for the successful implementation of the Convention. The programme aims to continue assuring the effective participation of the NGO community at all levels and in all areas of the implementation of the Convention.

Public awareness

41. As regards public awareness and in support of the implementation of the objectives set out in UNCCD article 19, paragraph 3, the secretariat will continue to facilitate communication with, and among Parties in combating desertification. It will continue to strengthen its information programme, to initiate new awareness-raising activities, and to provide support to affected country Parties upon request in the dissemination of information at the local level towards the full implementation of the Convention.

Information and library services

42. The Secretariat will play the role of a facilitator and clearing house in providing information to partners. The UNCCD library, when staffed, will work closely with other partner organizations in providing reference material.

43. This programme would be carried out by the External Relations and Public Information Unit, comprising 1 P-4, 1 P-3, 2 P-2s and 1 General Service posts in 2000. This reflects an increase of one P-3 for the Information Systems Manager in 2000, and a P-2 Librarian and one GS Local Area Network (LAN) assistant in 2001. The Information Systems Manager and LAN assistant are currently funded from voluntary contributions. But due to the permanent and core functions provided by the information technology staff, it is proposed to include these posts under the core budget. There is also a need for a Librarian to organize and make available as reference material documents and publications and to serve as foundation of the UNCCD public awareness programme. It is also proposed to include this post under the core budget as the information service is one of the core functions of the secretariat.

44. Apart from staff-related costs, other estimated annual core costs comprise consultancies that may be required, including to compile information and prepare assessment reports and press articles, and staff travel for consultations with, and to attend meetings, of related United Nations bodies and conventions, as well as other organizations.

F. Administration and finance

Table 13. Resource requirements for administration and finance (Thousands of US dollars)

Object of expenditure	2000	2001	Total
Staff-related costs	772.6	763.2	1,535.8
Consultancies	25.0	25.0	50.0
Official travel of staff	20.0	30.0	50.0
General operating expenses	308.5	308.0	616.5
Supplies and materials	60.0	100.0	160.0
Equipment and furniture	120.0	100.0	220.0
Contributions to joint services	260.0	350.0	610.0
Total resource requirements	**1,566.1**	**1,676.2**	**3,242.3**

Table 14. Post requirements for administration and finance

	2000	2001
A. Professional category and above		
P-5	1	1
P-3	2	2
Subtotal A	**3**	**3**
B. General Service category	3	3
Total (A + B)	**6**	**6**

45. The objective of this programme is to provide adequate personnel and timely financial and general services support to the work programme of the Conference of the Parties and its secretariat.

46. By decision 3/COP.1, the Conference of the Parties, inter alia, accepted the offer of the Secretary-General of the United Nations to provide administrative and support arrangements for the Convention secretariat. Pursuant to this decision, detailed arrangements have been worked out whereby the secretariat will operate within a wide delegation, by the United Nations, of administrative and financial authority. As regards personnel matters, decisions on the recruitment, promotion, transfer and termination of UNCCD staff are taken by the Executive Secretary and implemented by the United Nations Department of Management. As regards financial matters, the budget exercise falls entirely within the purview of the Conference and its secretariat, while the United Nations provides accounting and internal and external audit services.

47. Within this framework, the secretariat:

(a) Prepares biennial programme and budget proposals for review and approval by the COP;

(b) Administers and controls the budget, once approved, and provides periodic reports thereon to the COP, as well as preparing regular reports for internal management control and decision-making;

(c) Administers, controls and reports on extrabudgetary funds and programmes;

(d) Initiates and undertakes recruitment of staff, including temporary staff and consultants;

(e) Estimates meeting service requirements and ensures provision of those services, in liaison with the host organization;

(f) Manages the travel programme for staff, consultants and Party representatives;

(g) Ensures support to the secretariat and provides central control in respect of requirements for furniture, equipment, communications and other operating requirements;

(h) Initiates and undertakes procurement as required;

(i) Ensures appropriate allocation and utilization of funds in accordance with donors' obligations; and

(j) Provides regular monitoring of project budgets and status of trust funds and other co-financing arrangements.

48. As indicated in paragraph 46 above, the Conference of the Parties decided to accept the offer of the United Nations Secretary-General to provide administrative and support arrangements to the UNCCD secretariat. The United Nations uses the Integrated Management Information System (IMIS) for, *inter alia*, its personnel and financial transactions and to generate financial and staff management reports. The personnel module of the system has already been implemented in the United Nations Office at Geneva (UNOG) and by the early part of the year 2000 the finance module will also be installed and all personnel and financial transactions in UNOG will then have to be processed through the IMIS. This system is not currently in use or available in Bonn. However, as UNCCD is administratively supported by UNOG, it will need to be able to access the IMIS remotely from Bonn as from the year 2000. The costs of establishing and maintaining such a computer link with UNOG would entail: the initial purchase of three servers, training in UNOG of UNCCD personnel and finance staff, the lease and use of a dedicated line, licence fees, and the recruitment of an IMIS manager (P-3) knowledgeable in the system and UNIX to maintain the system and provide help desk functions. Provisions for these costs have been included in the proposed budget for the coming biennium.

49. The functions in this programme are undertaken by the Administration and Finance Unit, comprising one P-5, two P-3 and three General Service posts financed from the core budget. This reflects an increase of one P-3 post for the IMIS manager.

50. In addition to staffing, annual resource requirements, including those for the secretariat as a whole but which have been centrally provided under this unit, are detailed in table 13 and include:

(a) Other staff-related costs: general temporary assistance for UNCCD peak workload periods and replacement of staff on sick or maternity leave; limited staff training; provision for reimbursement of income taxes to staff members who may be subject to national taxation in respect of their UNCCD emoluments; and staff insurance coverage;

(b) Travel of staff to United Nations Headquarters and offices for meetings, consultation and advice relating to administrative and financial matters; and consultancies that may be required to improve or update the administrative and financial procedures and systems in place; and

(c) Other requirements: general yearly operating expenses for rental and maintenance of furniture, equipment and vehicles, communication costs, rental and maintenance of liaison office premises, Internet subscription and software licences; contributions towards the UNCCD share of joint services in Haus Carstanjen, e.g. general maintenance of the building and common premises, security, utilities, cleaning, postal service and for auditing services from the United Nations; acquisition (for new staff members and new requirements) and replacement of equipment and furniture that may be required; and for office supplies and stationery.

G. Global Mechanism

51. Details on the proposed programme and budget (estimated at US$ 1,750,000 in 2000 and US$ 2,500,000 in 201) for the Global Mechanism are provided in annex.

H. Other expenditure items

Overhead

52. UNCCD accounts are subject to a 13 per cent programme support charge on all actual expenditures incurred. Therefore, on the basis of an expenditure level for the core budget of US$ 7,434,800 in 2000 and US$ 10,180,000 in 2001, the programme support charge can be estimated at US$ 966,500 and US$ 1,323,400 respectively.

Working capital reserve

53. COP 1 determined that the working capital reserve maintained within the General Fund shall be set at a level of 8.3 per cent of core budget expenditure, including overhead charges (decision 6/COP.1, paragraph 7). With the working capital reserve built up in 1999, i.e. US$ 467,500, an amount of US$ 229,800 and US$ 257,500 will need to be appropriated in 2000 and 2001, respectively, to constitute the required working capital reserves.

I. Host country's contribution

54. In accordance with the terms of the offer of the Government of Germany to host the secretariat, the German Government will contribute DM 1,000,000 to the secretariat beyond its commitment as a Party. At the rate of exchange utilized by the United Nations for budgeting purposes (DM 1.76 to the US dollar), this would result in an offset of some US$ 568,000 for each year of the biennium.

V. CONTINGENCY

Table 15. Estimates for contingency
(Thousands of US dollars)

Object of expenditure	2000	2001	Total
United Nations meeting services	2,281.0	2,281.0	4,562.0
Overhead	296.5	296.5	593.0
Working capital reserve	213.9	0.0	213.9
Total estimate for contingency	**2,791.4**	**2,577.5**	**5,368.9**

55. In the event that the General Assembly decides not to include the sessions of the UNCCD COP in its regular budget calendar of meetings, the Parties would have to assume the additional costs relating to conference services.

56. It is assumed that COP 4 and COP 5 and the CST will meet for a total of two consecutive weeks in 2000 and 2001. The allocation of meetings during this period between the COP and the CST will need to be decided at a later stage in the light of the programme of work of each organ. Provision will be required for two weeks of meeting services, allowing for two simultaneous meetings at any time during those two weeks (that is, twenty meetings per week, or forty meetings over the two-week period). Furthermore, provision will need to be made for the translation, processing and distribution of an estimated 1000 pages of pre-session, 100 of in-session and 100 of post-session documentation. The full cost of related requirements comprising translation, interpretation, meeting and documents services, and rental of conference space and equipment can be estimated at US$ 2,281,000 per session making a total of US$ 4,562,000 for the biennium. This would result in additional requirements for programme support costs of US$ 593,000 for the biennium and an operating cash reserve of US$ 213,900 for 2000 (which will be carried over and serve as the reserve for 2001).

Annex

Following is the submission of IFAD for the proposed programme and budget of the office of the Global Mechanism for the biennium 2000-2001.

2000 GLOBAL MECHANISM **CORE BUDGET ADMINISTRATIVE ACCOUNT (USD)**		
1. STAFF COSTS		**USD**
Professional Staff		
Managing Director, D2	(12 months)	180 000
Senior Programme Manager, P5	(12 months)	140 000
Financial Analyst/Systems Manager, P4	(12 months)	120 000
Programme Development Officer, P4	(12 months)	120 000
Senior Programme Development Officer, P5	(8 months)	90 000
PDO Relocation and Recruitment Costs		50 000
Programme Development Officer, P3/P4	(6 months)	60 000
PDO Relocation and Recruitement Costs		50 000
Training/Miscellaneous (Staff Costs)		20 000
Sub-Total Professional Allocation		**830 000**
General Service Staff		
Administrative Assistant, G5	(12 months)	60 000
Secretary to SPM, G4	(12 months)	50 000
Secretary to Financial Analyst & PDO, G4	(12 months)	50 000
Secretary to 2 PDOs, G4	(8 months)	33 000
Overtime		10 000
Sub-Total General Service Allocation		**203 000**
Temporary Staff		
Professional Consultants		115 000
General Service		10 000
Sub-Total Temporary Staff Allocation		**125 000**
2. OFFICE AND GENERAL EXPENSES		
(a) External Auditors' Fees and Expenses	(7710)	5 000
(b) Communications (tel/telex/fax only)	(7420)	50 000
(c) Office Equipment and Maintenance	(7500)	45 000
(d) Hospitality	(7810)	4 000
(e) Other	(7950)	3 000
Sub-Total Office and General Expenses		**107 000**
3. OTHER OPERATIONAL EXPENSES		
(a) Duty Travel	(7010)	100 000
(b) Seminars, Consultations and Workshops		100 000
(c) Media, Communications and Networking	(7030)	60 000
(d) Publications	(7060)	50 000
Sub-Total Other Operational Expenses		**310 000**
CONTINGENCY		175 000
TOTAL BUDGET		**1 750 000**

2001 GLOBAL MECHANISM CORE BUDGET ADMINISTRATIVE ACCOUNT (USD)			
1. STAFF COSTS			**USD**
Professional Staff			
Managing Director, D2		(12 months)	190 000
Senior Programme Manager, P5		(12 months)	147 000
Financial Analyst/Systems Manager, P4		(12 months)	126 000
Programme Development Officer, P4		(12 months)	126 000
Senior Programme Development Officer, P5		(12 months)	155 000
Programme Development Officer, P3/P4		(12 months)	126 000
Research Officer, P2		(9 months)	60 000
Training/Miscellaneous (Staff Costs)			30 000
Sub-Total Professional Allocation			**960 000**
General Service Staff			
Administrative Assistant, G6		(12 months)	65 000
Secretary to Senior Programme Manager, G5		(12 months)	57 000
Secretary to Financial Analyst & PDO, G4		(12 months)	52 000
Secretary to 2 PDOs, G4		(12 months)	52 000
Information & Communications Assistant, G7		(9 months)	57 000
Administrative Clerk, G3		(12 months)	44 000
Overtime			30 000
Sub-Total General Service Allocation			**357 000**
Temporary Staff			
Professional Consultants			210 000
General Service			15 000
Sub-Total Temporary Staff Allocation			**225 000**
2. OFFICE AND GENERAL EXPENSES			
(a) External Auditors' Fees and Expenses	(7710)		10 000
(b) Communications (tel/telex/fax only)	70000		75 000
(c) Office Equipment and Maintenance	(7500)		60 000
(d) Hospitality	(7810)		10 000
(e) Other	(7950)		3 000
Sub-Total Office and General Expenses			**158 000**
3. OTHER OPERATIONAL EXPENSES			
(a) Duty Travel	(7010)		200 000
(b) Seminars, Consultations and Workshops			200 000
(c) Media, Communications and Networking	(7030)		100 000
(d) Publications	(7060)		50 000
Sub-Total Other Operational Expenses			**550 000**
CONTINGENCY			250 000
TOTAL BUDGET			**2 500 000**

Global Mechanism

Indicative Programme of Work for 2000 and 2001

Expansion of the Office of the Global Mechanism

At the start of the year 2000, the office of the Global Mechanism will have four professional and three general service staff. During the year, two more professional (one P-5 and one P-3/4 post) and one more general service staff post (G4) will be added to the staff contingent. In 2001, one more professional and two more general service staff will be recruited.

With regard to "Temporary Professional and General Service Staff", the core budgets reflect the expected development of the Global Mechanism's activities. Under these budgets, our intention is to finance the initial steps of new initiatives, while further development of such initiatives and of initiatives begun in 1999, will be financed using voluntary contributions from the Global Mechanism's other two accounts.

The budget items under "Office and General Expenses" have been calculated to cover the basic costs of running the GM office. The increase for 2001 compared to 2000, reflects the increase in staffing levels and related general cost increases.

"Other Operational Expenses" cover the travel costs for GM staff, and seminars and workshops to be organised by the Global Mechanism. The increase in 2001 reflects the anticipated increase in activities and initiatives in which the GM will be involved.

Policy Development and Interaction with the Institutions of the Facilitation Committee

The final version of the Operational Strategy will have been approved by the Conference of the Parties, by the beginning of year 2000. On the basis of the strategy, actions will be taken to engage the member institutions of the Facilitation Committee (FC) more actively in the Global Mechanism's (GM) operations. This involvement will be given special attention. The strategy will identify a number of strategic long-term initiatives for the GM. It is also very likely that new initiatives will be identified during the two-year period, such as those indicated below. Some of these initiatives will have already been initiated at the start of the 2000-2001 biennium.

Carbon Sequestration

One such initiative stems from the possibilities for substantial new funding for CCD implementation which carbon trading offers. Carbon sequestration can play a significant role not only in afforestation but also in improving soil quality in agricultural land. Should carbon sequestration emerge as a viable option under the Framework Convention on Climate Change, substantial funds would be available. Such an option would involve the private sector in CCD implementation.

Debt Relief

The heavy debt burden of the least developed countries (LDC) is inhibiting their possibilities in investing in development. Often, the LDCs are also countries suffering from desertification and land degradation. It is therefore of great interest to the GM to follow the developments in the area of debt relief and make sure that options for generating more resources for CCD implementation are properly pursued in this context.

Land and water management

The recent initiative of the World Bank, UNDP, GEF and UNEP with regard to integrated land and water management in Africa, offers the GM scope for co-operation with these institutions and for linking the initiative with Sub-regional and National Action Programmes under the CCD.

Sub-regional Action Plan

On the basis of the proposal for a Sub-regional Action Plan for West Asia, developed in late 1999/early 2000, the Global Mechanism will actively pursue common interests with multilateral, bilateral and region-specific donor institutions.

Soil Fertility

Progress has already been made with regard to integrating the World Bank and FAO joint Soil Fertility Initiative with National Action Programmes in Africa. Similar initiatives are foreseen in other areas too, such as the livestock sector, for instance.

Developing relations with OECD countries

Once there are a number of ongoing initiatives at country, subregional and regional level, there will be a more solid basis for interaction with OECD countries (the bilateral donor community). The Global Mechanism will be able to share its feedback and experiences of how the financing and implementation of the Convention is proceeding with the OECD group and recommend actions to be taken to enhance performance. The GM will seek opportunities to interact with policy setting organs of the OECD group and seek opportunities to address such groups as the OECD-DAC meetings and meetings organised under the auspices of the European Commission discussing development assistance policy. The GM will also use these opportunities

to make a case for requesting financial resources, on a voluntary basis for its own activities.

Targeted resource mobilisation

The number of countries, sub-regions and regions with which the GM will cooperate will increase steadily, it is estimated that seven to ten countries will be included during the year 2000, together with three to four sub-regions and one or two regions. Another fifteen to twenty geographically based initiatives will be added during the year 2001. Early initiatives will mature and give rise to follow-up ones. The total number of initiatives to be managed on a more-or-less continuous basis will therefore increase rapidly. This in turn, will necessitate the development of a flexible management system, involving consultants closely associated with the Global Mechanism, contracted on a retainer basis, for a given number of days per year.

Database development

The development of the database will enter a dynamic phase during the year 2000. The initial work of defining the structure of the database and developing active working relations with partner institutions on this aspect of the GM's mandate, will be well underway by the end of 1999. A number of test cases will be developed and discussed with partners so as to make sure that the database will respond to demands and expectations of the GM's stakeholders.

Specific tailor made applications will be developed so as to provide, for example, necessary statistical information on debt flows and eligibility criteria for debt relief and other information related to debt relief initiatives. In a similar way, information on disaster relief which will be gathered and analysed in relation to desertification trends. The intention being to analyse to what extent disaster relief goes to desertification prone areas and that investments in preventive measures would be a better use of resources than waiting until disaster relief is required.

Other such initiatives will certainly emerge as the database is being developed and the activities of the Global Mechanism expand and find their form.

Meetings, Conferences and Reporting

As the Global Mechanism becomes increasingly better known and engaged in an ever-increasing number of activities, the number of invitations to meetings and seminars in various capacities, will increase. A policy for deciding how to respond to such invitations will be prepared. A balance will have to be struck between technical meetings and conferences, and more policy oriented ones. In addition, the GM will

start organising its own meetings. They will take different forms and meet different objectives, most of which will be developed as the experience of the GM increases. However, it is very likely that bringing together developing and developed country parties to the Convention to discuss experiences of the GM's work at national and sub-regional level will be one aspect of such meetings. It is also likely that meetings of the Facilitation Committee will offer good opportunities to bring together the institutions of the FC with developing country representatives as well as with bilateral donors for discussing experiences and policy directions for the future.

As regards reporting, an effort will be made to streamline reporting requirements to various stakeholders as far as possible, so as to minimise time spent on this type of activity, whilst not underestimating the importance of proper and timely reporting.